



## **First Aid and Accident Policy and Procedure**

### **1) Policy**

1.1 Dudley Mind first aid and accident policy and procedure contributes to the implementation of those aspects of Dudley Mind's Health and Safety policy that deal with accidents as well as meet legal requirements for recording and reporting of the same.

1.2 All Dudley Mind premises where staff are employed will have:

1.2.1 an accident book

1.2.2 a fully trained first aider present at all times

1.3 All Dudley Mind employees will report any accident to their line manager or a member of the management team immediately.

1.3.1 All accidents will be recorded in the accident book as soon as possible but within 24 hours of occurrence.

1.4 Dudley Mind will report injuries arising from violence and accidents at work under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

1.5 Dudley Mind will record 'near misses' of occurrences that may have resulted in injury even if no injury took place.

### **2) Scope**

This policy applies to all Dudley Mind staff, service users, volunteers and those working or present on Dudley Mind premises. For the purpose of this policy trainees, secondees, volunteers and individuals in work placements will be regarded as "staff" and any property let, leased, licensed to and/or managed by Dudley Mind regarded as "premises".

### **3) Procedure**

#### **3.1 Risk Assessments**

As prevention is better than cure, in order to avoid as far as possible, or at least minimise the chances of an accident, risk assessments for all premises will be carried out at regular intervals by competent persons as laid down in the Dudley Mind Building Risk Assessment Procedure.

## **3.2 Recording accidents**

3.2.1 In the event of an accident the first priority is to get help by calling for emergency services and a first aider if necessary.

3.2.2 An employee at the scene must then notify their line manager straight away that an accident has occurred whether any injury was caused or not.

3.2.3 The relevant accident book must be completed by the first aider or team manager as soon as possible and within 24 hours of the event.

## **3.3 Reportable incidents**

3.3.1 Where persons are injured at work Dudley Mind as an employer is under duty to notify the appropriate authorities.

3.3.2 It is the responsibility of the Operations Manager (and in their absence the Chief Executive Officer) to ensure that all reportable accidents/incidents as defined below are reported.

The following are classed as reportable incidents and **MUST** be reported:

### **3.3.4 'Major Injury' Accidents**

These include accidents resulting in one or more of the following:

Fracture of skull, spine or pelvis

Fracture of any bone in the arm, wrist, leg or ankle (NOT hand or foot)

Amputation of hand or foot

Amputation of finger, thumb or toe, or any part of them

Loss of sight of, penetration injury to, chemical or burn injury to an eye or both

Any injury requiring immediate medical treatment or leading to loss of consciousness as the result of an electric shock

Loss of consciousness resulting from lack of oxygen

Decompression sickness

Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a pathogen ( an organism or substance which causes disease ) or infected material

Any other injury causing admission to hospital for more than 24 hours

### **3.3.5 Dangerous Occurrences (sometimes known as a 'near miss')**

Dangerous occurrences must be notified to the enforcing authorities even if they cause no injury. They include:

Collapse of part of building or scaffolding

Accidental ignition of explosives

Release of large quantities of flammable liquid

### **3.3.6 Accidents resulting in absence from work of more than three days**

The day of accident should not be included in the calculation; however, days which would not normally be working days do count.

It is a requirement of RIDDOR that injuries caused by violence resulting in an absence of more than three days are also reported.

### **3.3.7 Members of the public**

If a member of public is killed or taken to hospital as a result of an accident on Dudley Mind premises the enforcing authority must be notified

### **3.4 Methods of Reporting**

3.4.1 All reports can now be made to the HSE via the Incident Contact Centre using the following appropriate contacts:

Telephone - 08453009923 ( Local Rate )

Facsimile - 08453009924 ( Local Rate )

Internet Report – [www.riddor.gov.uk](http://www.riddor.gov.uk) or link via [www.hse.gov.uk](http://www.hse.gov.uk)

Email - [riddor@natbrit.com](mailto:riddor@natbrit.com)

Postal forms to.-Incident Contact Centre, Caerphilly Business Park, Caerphilly. CF83 3GG

### **3.5 Time scales for Reporting**

3.5.1 Death or major injury – As soon as possible by telephone and report via website or post within 10 days

3.5.2 Dangerous Occurrence – Even if no injury is reportable an occurrence that may have resulted in injury should be reported as soon as possible followed by a written report within 10 days via website or post

3.5.3 Over three day injury – Report within 10 days

### **3.6 Investigation and Monitoring**

3.6.1 All accidents must be investigated by the respective Team Manager. Where appropriate a full report must be submitted to the Operations Manager. If the accident is of a trivial nature then the investigation is likely to be brief and a note appended to the accident book may suffice.

3.6.2 For more serious accidents an investigation may also be conducted by the Operations Manager and in the most serious cases relevant professionals may need to be involved by Dudley Mind.

3.6.3 These investigations will be in addition to any investigations undertaken by statutory bodies.

### **3.7 Accident books**

3.7.1 Accident books will be available from Head Office through the Administration Officer.

3.7.2 On receipt, label the front cover to show the address of premises it relates to, fill in the book number and start from date. Then inform all concerned of where it is kept in case of need.

3.7.3 When full the accident book is to be returned to the Administration Officer at Head Office who will store it safely for 3 years from the date of the last entry.

### **3.8 Training**

3.8.1 All Dudley Mind employees will receive basic first aid awareness training as part of their induction.

3.8.2 Each of Dudley Mind premises will also have a fully trained first aider on site.

### **3.9 Accident Report Log**

An accident report log ( Appendix 1 ) or Incident Form (Appendix 2) must be completed by the respective Team Manager and sent to the Operations Manager within 24 hours who will ensure that the HSE is informed within given time scales and appropriate means.

### **3.10 First Aid Kits**

3.10.1 Each employee who works alone as part of their role will be issued with a first aid kit for which they will be responsible. There will be a first aid box located at each of the Dudley Mind premises for which the main first aider based at that location will assume responsibility.

3.10.2 Each individual responsible for a first aid kit/box must ensure they are checked at least every 2 months and that any supplies used are ordered and also out of date supplies are removed and replaced.

### **3.11 Related legislation and policies**

Dudley Mind Health and Safety Policy

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995

Health and Safety (First Aid) Regulations 1981

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

### **3.12 Changes**

Dudley Mind reserves the right to change the provision of this policy and any procedures by amendment, addition, deletion or substitution from time to time at its discretion. All stake holders will be notified of any changes by appropriate means.



APPENDIX A

**ACCIDENT REPORT LOG**

Name of Injured Person		Staff/Other
Age: ( Upto 17 ) ( 18-24 ) ( 25-40 ) ( 41-55 ) ( 56-65 ) ( 66 or over ) Sex: M/F		
Time and Date of Accident:		
Precise Location and Address of Accident:		
How the accident happened:		
Attach separate sheet if detailed investigation was needed and carried out		
Name/s of Witness/es:		Contact Details.....
Details of Apparent Injuries:		

Immediate Action Taken		
Reasons Given for Cause of Accident:		
a) By Injured Person:	b) By Witness/es:	
At the Time of the Accident:		
a) Should injured person have been on the premises Yes/No In what capacity Service User, Volunteer, Staff, Visitor, Contractor, Tradesperson,		
b) Were they carrying out normal duties	Yes/No/N.A.	
c) Were they acting in accordance with rules	Yes/No/N.A.	
d) Was Personal Protective Equipment provided for task in hand	Yes/No/N.A.	
e) Was it being used correctly	Yes/No/N.A.	
If answer to any of the above is No, provide details on a separate sheet and attach		
If injured person is member of staff are they able to continue to work		Yes/No
If answer is No, report to Operations Manager immediately		
Recommendations:		
Signature:	Title:	Date:

**To be completed by the Operations Manager**

Environmental Health Dept/HSE informed by:

Telephone / Facsimile / Internet / Post

On:

To be completed for any reportable accident or dangerous occurrence as laid down by Dudley Mind Health and Safety Policy and Procedures.